

Department of Public Health
Weekly Time Log Worksheet

Agency: DPH
Pay Org: 0294

Download Date: 2/20/2012 7:32:30 AM
WeekEnd Date: 2/25/2012
Pay Period End Date: 2/25/2012
Accrual Calc Date: 2/11/2012

Mail Drop ID's: 2048

SIGNATURE: _____



DATE: _____

2/23/12

SIGNATURE: _____

DATE: _____

| EmplID Position# Jobcode BU Std Hrs | Sunday (2/19) | Monday (2/20) | Tuesday (2/21) | Wednesday (2/22) | Thursday (2/23) | Friday (2/24) | Saturday (2/25) | Leave Balances |
|---|------------------|------------------|-------------------|---------------------|--------------------|------------------|--------------------|-------------------|
| This Timelog Report was downloaded from HRConnectsUs and represents data from HR/CMS Information Warehouse (CIW). In the case that information on this report conflicts with information in the CIW, the information contained in CIW will be considered the official record. | | | | | | | | |

| EmplID Position# Jobcode BU Std Hrs | Sunday (2/19) | Monday (2/20) | Tuesday (2/21) | Wednesday (2/22) | Thursday (2/23) | Friday (2/24) | Saturday (2/25) | Leave Balances |
|---|------------------|-------------------|--------------------|---------------------|--------------------|---------------------------|--------------------|---|
| Division: 2048 | | | | | | | | |
| 296644 - 0 00059214 (2048) E20Y13 09 Corbett 37.50 Kate REG SDF: Shift 1 | 0 | 7.5 HLN 7.5 | 7.5 VAC 1.0 | 7.5 | 7.5 SIF 7.5 | 7.5 | 0 | PER 22.500 COM 0.000 PLC VAC 97.005 SIC 48.125 |
| 241373 - 0 00028808 (2048) E20Y13 09 Frasca 37.50 Daniela REG SDF: Shift 1 | 0 | 7.5 HLN 7.5 | 7.5 | 7.5 SIC 7.5 | 7.5 | 7.5 | 0 | PER 22.500 COM 29.500 PLC VAC 166.250 SIC 425.000 |
| 314719 - 0 00048601 (2048) E20Y13 09 Glazer 37.50 Lisa REG SDF: Shift 1 | 0 | 7.5 HLN 7.5 | 7.5 | 7.5 | 7.5 | 7.5 | 0 | PER 22.500 COM 0.000 PLC VAC 42.625 SIC 31.635 |
| 120459 - 0 00020748 (2048) E22Y16 09 Lawler 37.50 Michael REG SDF: Shift 1 | 0 | 7.5 HOL 7.5 | 7.5 OTS 2.05 | 7.5 SIC 7.5 | 7.5 | 7.5 | 0 | PER 17.500 COM 0.000 PLC VAC 110.276 SIC 95.873 |
| 311855 - 0 00033050 (2048) E18Y19 09 Lleshi 37.50 Hevis REG SDF: | 0 | 7.5 HWC 7.5 | 7.5 | 7.5 PER 3.0 | 7.5 | 7.5 OTS 2.5 OTP 0.5 | 0 OTP 7.5 | PER 7.500 COM 6.250 PLC VAC 41.500 SIC 48.250 |
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| EmplID Position# Jobcode BU Std Hrs | Sunday (2/19) | Monday (2/20) | Tuesday (2/21) | Wednesday (2/22) | Thursday (2/23) | Friday (2/24) | Saturday (2/25) | Leave Balances | |
|---|------------------|-------------------------|---------------------------|---------------------|--------------------|---------------------------|--------------------|--|--|
| 285766 - 0 00045979 (2048) E20Y13 09 Medina 37.50 Nicole REG SDF: Shift 1 | 0 | 7.5 HLN 7.5 | 7.5 PER 7.5 | 7.5 VAC 0.5 | 7.5 VAC 1.5 | 7.5 | 0 | PER 22.500 COM 0.000 PLC VAC 93.245 SIC 17.125 | |
| 118097 - 0 00047658 (2048) E24Y06 09 O'Brien 37.50 Elisabeth REG SDF: Shift 1 | 0 | 9 HLN 7.5 VAC 1.5 | 6.5 | 9 | 6.5 | 6.5 | 0 | PER 22.500 COM 1.000 PLC VAC 240.379 SIC 397.561 | |
| 139184 - 0 00039541 (2048) E07R02 06 Phillips 37.50 Gloria REG SDF: Shift 1 | 0 | 7.5 HLN 7.5 | 7.5 CMT 7.5 | 7.5 CMT 7.5 | 7.5 CMT 7.5 | 7.5 CMT 7.5 | 0 | PER 0.000 COM 0.000 PLC VAC 16.875 SIC 0.005 | |
| 138624 - 0 00038977 (2048) E24Y06 09 Piro 37.50 Peter REG SDF: Shift 1 | 0 | 7.5 HWC 7.5 | 7.5 OTS 2.5 OTP 2.5 | 7.5 OTP 3.0 | 7.5 OTP 2.0 | 7.5 | 0 OTP 7.5 | PER 22.500 COM 0.000 PLC VAC 167.375 SIC 643.625 | |
| 297673 - 0 00004965 (2048) E20Y13 09 Renczkowski 37.50 Daniel REG SDF: Shift 1 | 0 | 7.5 HOL 7.5 | 7.5 | 7.5 | 7.5 | 7.5 OTS 2.5 OTP 0.5 | 0 OTP 7.5 | PER 7.500 COM 0.000 PLC VAC 37.875 SIC 63.255 | |

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| EmplID Position# Jobcode BU Std Hrs | Sunday (2/19) | Monday (2/20) | Tuesday (2/21) | Wednesday (2/22) | Thursday (2/23) | Friday (2/24) | Saturday (2/25) | Leave Balances | |
|---|------------------|--------------------------|-------------------|---------------------|--------------------|-------------------|--------------------|-------------------|---------|
| 128891 - 0 00029212 (2048) E09R01 06 Sprague 37.50 Shirley REG SDF: Shift 1 | 0 | 7.5 HLN 7.5 | 7.5 VAC 1.0 | 7.5 | 7.5 | 7.5 | 0 | PER | 37.500 |
| | | | | | | | | COM | 0.000 |
| | | | | | | | | PLC | _____ |
| | | | | | | | | VAC | 221.875 |
| | | | | | | | | SIC | 842.120 |
| 106754 - 0 00006997 (2048) E20Y13 09 Tran 18.75 Mai REG SDF: Shift 1 | 0 | 6 HWC 3.75 REG 6.0 | 0 | 6 | 6.75 | 0 | 0 | PER | 2.500 |
| | | | | | | | | COM | 0.250 |
| | | | | | | | | PLC | _____ |
| | | | | | | | | VAC | 146.228 |
| | | | | | | | | SIC | 20.189 |
| 220854 - 0 00010739 (2048) E07R02 06 Zanolli 37.50 Janice REG SDF: Shift 1 | 0 | 7.5 HLN 7.5 | 7.5 VAC 7.5 | 7.5 VAC 7.5 | 7.5 VAC 7.5 | 7.5 VAC 7.5 | 0 | PER | 25.500 |
| | | | | | | | | COM | 0.000 |
| | | | | | | | | PLC | _____ |
| | | | | | | | | VAC | 97.924 |
| | | | | | | | | SIC | 90.287 |
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Director's Signa.

Jelly Edwards

Time Log/Program / Area: 2048- Boston Drug Lab

Employee signatures on this time sheet certify the employee has performed the work associated with the account(s) listed.

Week Ending: February 25, 2012

| Employee Name: | | Sunday 02/19/12 | Monday 02/20/12 | Tuesday 02/21/12 | Wednesday 02/22/12 | Thursday 02/23/12 | Friday 02/24/12 | Saturday 02/25/12 |
|--|----------------------------|-----------------|-----------------|------------------|--------------------|-------------------|-----------------|-------------------|
| Corbett, Kate 45161000 <i>Kate Corbett</i> Employee Signature | Day: In - Out | | | 7:40 5:05 | 7:40 3:40 | | | |
| | Lunch: Out - In | | | 12:00 12:30 | 12:00 12:30 | | | |
| | Outside Duty: From - To | | | | | | | |
| Document exceptions or comments, indicate type and amount. | | | HLN 7.5 | 1 hr Vaca | | 7.5 hr SIF | 7.5 hr VAC | |
| Frasca, Daniela 45161000 <i>Daniela Frasca</i> Employee Signature | Day: In - Out | | | 6:45 2:45 | | 6:45 2:45 | 6:45 2:45 | |
| | Lunch: Out - In | | | 12:40 12:10 | | 1:00 1:30 | 12:30 1:00 | |
| | Outside Duty: From - To | | | | | | | |
| Document exceptions or comments, indicate type and amount. | | | HLN 7.5 | | 7.5 SIF | | | |
| Glazer, Lisa 45161000 <i>Lisa Glazer</i> Employee Signature | Day: In - Out | | | 7:05 3:05 | 7:10 3:10 | 7:10 3:10 | 7:10 1:10 | |
| | Lunch: Out - In | | | 12:00 12:30 | | 12:00 12:30 | | |
| | Outside Duty: From - To | | | | Brockton 8:15 8:45 | | | |
| Document exceptions or comments, indicate type and amount. | | | HLN 7.5 | | | | 1.5 hr VAC | |
| Lawler, Michael 45161000 <i>Michael Lawler</i> Employee Signature | Day: In - Out | | 6:50 3:30 | 10:05 8:20 | | 8:15 4:30 | 8:20 4:20 | |
| | Lunch: Out - In | | 11:50 12:20 | 12:00 1:50 | | 1:05 1:35 | 12:50 1:55 | |
| | Outside Duty: From - To | | | | | | | |
| Document exceptions or comments, indicate type and amount. | | | HOL 7.5 | 2.25 UT | 7.5 hr Sick time | | | |

Director's Sign. a:

Pella Lleshi

Time Log/Program / Area: 2048-- Boston Drug Lab

Employee signatures on this time sheet certify the employee has performed the work associated with the account(s) listed.

Week Ending: February 25, 2012

| Employee Name: | | Sunday 02/19/12 | Monday 02/20/12 | Tuesday 02/21/12 | Wednesday 02/22/12 | Thursday 02/23/12 | Friday 02/24/12 | Saturday 02/25/12 |
|--|----------------------------|-----------------|-------------------------|------------------|---------------------|---------------------|-----------------|-------------------|
| Lleshi, Hevis 81009749 <i>[Signature]</i> Employee Signature | Day: In - Out | | 7:30 3:30 | 7:00 3:00 | 7:45 12:15 | 6:45 11:45 | 7:15 6:15 | 6:45 2:45 |
| | Lunch: Out - In | | 11:50 12:20 | 12:10 12:40 | | | 12:00 12:30 | 12:00 12:30 |
| | Outside Duty: From - To | | | | | | | |
| Document exceptions or comments, indicate type and amount. | | | HWC 7.5 hr Comp time | | 3.00 hr Personal | 2.5 hrs Personal | 3 hrs OT | 7.5 hrs OT |
| Medina, Nicole 45161000 <i>[Signature]</i> Employee Signature | Day: In - Out | | | | 7:45 3:15 | 7:30 1:30 | 7:10 3:10 | |
| | Lunch: Out - In | | | | 12 12:30 | | 12 12:30 | |
| | Outside Duty: From - To | | | | | | | |
| Document exceptions or comments, indicate type and amount. | | | HLN 7.5 | PER 7.5 | 0.5 vac | 1.5 vac | | |
| O'Brien, Elisabeth 45161000 <i>[Signature]</i> Employee Signature | Day: In - Out | | | 7:25 2:25 | 7:15 4:45 | 7:20 2:20 | 7:30 2:30 | |
| | Lunch: Out - In | | | 11:30 12:00 | 11:30 12:00 | 12:05 12:35 | 11:35 12:05 | |
| | Outside Duty: From - To | | | | | | | |
| Document exceptions or comments, indicate type and amount. | | | HLN 7.5 vac 1.5 | | | | | |
| Philips, Gloria 45161000 <i>[Signature]</i> Employee Signature | Day: In - Out | | | | | | | |
| | Lunch: Out - In | | | | | | | |
| | Outside Duty: From - To | | | | | | | |
| Document exceptions or comments, indicate type and amount. | | | HLN 7.5 | CMT 7.5 | CMT 7.5 | CMT 7.5 | CMT 7.5 | |

Director's Sign:

Fella Samant

Time Log/Program / Area: 2048-- Boston Drug Lab

Employee signatures on this time sheet certify the employee has performed the work associated with the account(s) listed.

Week Ending: February 25, 2012

| Employee Name: | | Sunday 02/19/12 | Monday 02/20/12 | Tuesday 02/21/12 | Wednesday 02/22/12 | Thursday 02/23/12 | Friday 02/24/12 | Saturday 02/25/12 |
|--|----------------------------|-----------------|-----------------|------------------|-------------------------|-------------------|-----------------|-------------------|
| Piro, Peter | Day: In - Out | | 7:10 3:15 | 7:15 8:15 | 7:00 6:00 | 6:45 4:45 | 11:30 5:30 | 6:45 3:00 |
| 45161000 | Lunch: Out - In | | 12:00 12:30 | 12 12:30 | | 2:15 2:35 | | 12 12:30 |
| <i>Peter Piro</i> | Outside Duty: From - To | | | | Brookline 8:15 12:45 | | | |
| Document exceptions or comments, indicate type and amount. | | | 7.5 Comp Time | OT 5.0 | OT 3.0 | OT 2.0 | VAC 1.5 | OT 7.5 |
| Renczkowski, Daniel | Day: In - Out | | 6:45 2:45 | 6:45 2:45 | 6:45 2:45 | 6:45 2:45 | 6:45 5:45 | 6:45 2:45 |
| 45161000 | Lunch: Out - In | | 11:50 12:20 | 12:00 12:30 | 11:30 12:00 | 12:00 12:30 | 12:00 12:30 | 11:45 12:15 |
| <i>Daniel Renczkowski</i> | Outside Duty: From - To | | | | Brookline 8:15 12:45 | | | |
| Document exceptions or comments, indicate type and amount. | | | HOL 7.5 hr ✓ | | | | OT 3 hr ✓ | OT 7.5 hr ✓ |
| Sprague, Shirley | Day: In - Out | | 8:30 4:00 | 8:50 4:00 | 9:05 5:10 | 9:05 5:05 | 8:50 4:55 | |
| 45161000 | Lunch: Out - In | | 1:00 1:30 | 1:00 1:30 | 1:00 1:30 | 1:00 1:30 | 1:00 1:30 | |
| <i>Shirley Sprague</i> | Outside Duty: From - To | | | | | | | |
| Document exceptions or comments, indicate type and amount. | | | HLN 1.25 | VAC 1 hr ✓ | | | | |
| Tran, Mai | Day: In - Out | | 7:15 1:15 | | 7:10 1:10 | 7:15 2:30 | | |
| 45161000 | Lunch: Out - In | | | | | 11:30 12 | | |
| <i>Mai Tran</i> | Outside Duty: From - To | | | | | | | |
| Document exceptions or comments, indicate type and amount. | | | | | | | | |

Director's Signa. .:

[Signature]

Time Log/Program / Area: 2048-- Boston Drug Lab

Employee signatures on this time sheet certify the employee has performed the work associated with the account(s) listed.

Week Ending: February 25, 2012


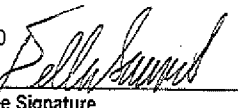
| Employee Name: | | Sunday 02/19/12 | Monday 02/20/12 | Tuesday 02/21/12 | Wednesday 02/22/12 | Thursday 02/23/12 | Friday 02/24/12 | Saturday 02/25/12 |
|---|--|-----------------|-----------------|------------------|--------------------|-------------------|-----------------|-------------------|
| Zanolli, Janice 45161000 <i>[Signature]</i> Employee Signature | Day: In - Out | | | | | | | |
| | Lunch: Out - In | | | | | | | |
| | Outside Duty: From - To | | | | | | | |
| | Document exceptions or comments, indicate type and amount. | | HLN 7.5 ✓ | VAC 7.5 ✓ | VAC 7.5 ✓ | VAC 7.5 ✓ | VAC 7.5 ✓ | |
| | Day: In - Out | | | | | | | |
| | Lunch: Out - In | | | | | | | |
| | Outside Duty: From - To | | | | | | | |
| | Document exceptions or comments, indicate type and amount. | | | | | | | |
| | Day: In - Out | | | | | | | |
| | Lunch: Out - In | | | | | | | |
| | Outside Duty: From - To | | | | | | | |
| | Document exceptions or comments, indicate type and amount. | | | | | | | |
| | Day: In - Out | | | | | | | |
| | Lunch: Out - In | | | | | | | |
| | Outside Duty: From - To | | | | | | | |
| | Document exceptions or comments, indicate type and amount. | | | | | | | |

Director's Sign: 

Employee signatures on this time sheet certify the employee has performed the work associated with the account(s) listed.

Time Log/Program / Area: 2046- Fiscal Services

Week Ending: February 25, 2012

| Employee Name: | | Sunday 02/19/12 | Monday 02/20/12 | Tuesday 02/21/12 | Wednesday 02/22/12 | Thursday 02/23/12 | Friday 02/24/12 | Saturday 02/25/12 |
|--|--|-----------------|-----------------|------------------|------------------------|-------------------|-----------------|-------------------|
| Salemi, Charles 45161000  | Day: In - Out | | | 9:30 6:00 | 9:45 6:10 | 9:40 5:55 | 9:45 6:05 | |
| | Lunch: Out - In | | | 12:00 1:00 | 12:05 1:00 | 12:10 12:50 | 12:05 12:55 | |
| | Outside Duty: From - To | | | | | | | |
| | Document exceptions or comments, indicate type and amount. | | HLN | | | | | |
| Saunders, Della 45161000  | Day: In - Out | | 6:45 2:45 | 6:45 5:15 | 6:45 5:15 | 6:45 5:15 | 6:45 5:15 | 6:45 2:45 |
| | Lunch: Out - In | | 1:30 2:00 | 1:40 2:10 | 1:30 2:00 | 1:30 2:00 | 1:30 2:00 | 1:30 2:00 |
| | Outside Duty: From - To | | | | 8:15 12:45 Brockton | | | |
| | Document exceptions or comments, indicate type and amount. | | HOL 7.5 | OTS 2.5 | OTP 2.5 | OTP 2.5 | OTP 2.5 | OTP 7.5 |
| | Day: In - Out | | | | | | | |
| | Lunch: Out - In | | | | | | | |
| | Outside Duty: From - To | | | | | | | |
| | Document exceptions or comments, indicate type and amount. | | | | | | | |
| | Day: In - Out | | | | | | | |
| | Lunch: Out - In | | | | | | | |
| | Outside Duty: From - To | | | | | | | |
| | Document exceptions or comments, indicate type and amount. | | | | | | | |

William A. Hinton State Laboratory Institute

OVERTIME REQUEST FORM

This form is to be used to request and approve overtime, whether paid through an overtime rate or through comp time. The supervisor must anticipate and request overtime approval **prior** to the beginning of overtime work. The supervisor will keep the completed copy of the form and include it with the pay period's regular time and attendance records.

Name of Employee: Listed Below Employee #: Listed Below

Department: Drug Laboratory

Date(s) of overtime work: February 21 - 2 February 25, 2012

of hours requested: Listed Below

Why work cannot be completed during regular hours: Significant Backlog of Samples

Overtime is to be: ☒ paid at OT rate _____ added to comp time balance _____
(if OT rate, complete below)

OT Account: 81009749

Approval:

Supervisor: C. Salem Date: 2/21/12

Department Head: _____ Date: _____

Denial reason: _____

| Name | Employee ID# | Overtime earned | Name | Employee ID # | Overtime earned |
|------------------|--------------|-----------------|------|---------------|-----------------|
| Michael Lander | 120459 | 2.25 | | | |
| Hervis Lleshi | 311855 | 10.5 | | | |
| Peter Pao | 138624 | 17.5 | | | |
| Daniel Perzinski | 297673 | 10.5 | | | |
| | | | | | |
| | | | | | |

William A. Hinton State Laboratory Institute

OVERTIME REQUEST FORM

This form is to be used to request and approve overtime, whether paid through an overtime rate or through comp time. The supervisor must anticipate and request overtime approval **prior** to the beginning of overtime work. The supervisor will keep the completed copy of the form and include it with the pay period's regular time and attendance records.

Name of Employee: Listed Below Employee #: Listed Below

Department: Drug Laboratory

Date(s) of overtime work: February 29, 2012

of hours requested: 7.5

Why work cannot be completed during regular hours: Significant Backlog of Samples

Overtime is to be: paid at OT rate added to comp time balance ☒ 6th day of pay
(if OT rate, complete below)

OT Account: _____

Approval:

Supervisor: C. Salento Date: 2/21/12

Department Head: _____ Date: _____

Denial reason: _____

| Name | Employee ID# | Overtime earned | Name | Employee ID # | Overtime earned |
|--------------------|--------------|---------------------|------|---------------|-----------------|
| Michael Landel | 120459 | 7.5 hrs 1th day pay | | | |
| Hen's Lleshi | 311855 | 2.5 hrs COM | | | |
| Peke Piro | 138624 | 7.5 hrs 1th day pay | | | |
| Daniel Penczkowski | 297673 | 7.5 hrs 6th day pay | | | |
| | | | | | |



William A. Hinton State Laboratory Institute

OVERTIME REQUEST FORM

This form is to be used to request and approve overtime, whether paid through an overtime rate or through comp time. The supervisor must anticipate and request overtime approval prior to the beginning of overtime work. The supervisor will keep the completed copy of the form and include it with the pay period's regular time and attendance records.

Name of Employee: Della Saunders Employee #: 147387

Department: Drug Laboratory

Date(s) of overtime work: February 20, 2012

of hours requested: 7.5

Why work cannot be completed during regular hours: Significant Backlog of Samples

Overtime is to be: paid at OT rate ☐ added to comp time balance ☐ 6th day of pay
(If OT rate, complete below)

OT Account: _____

Approval:

Supervisor: C. Salem Date: 2/21/12

Department Head: _____ Date: _____

Denial reason: _____



William A. Hinton State Laboratory Institute

OVERTIME REQUEST FORM

This form is to be used to request and approve overtime, whether paid through an overtime rate or through comp time. The supervisor must anticipate and request overtime approval prior to the beginning of overtime work. The supervisor will keep the completed copy of the form and include it with the pay period's regular time and attendance records.

Name of Employee: Della Saunders Employee #: 147387

Department: Drug Laboratory

Date(s) of overtime work: February 21 - February 25, 2012

of hours requested: 17.50 hrs

Why work cannot be completed during regular hours: Significant Backlog of Samples

Overtime is to be: paid at OT rate ☒ added to comp time balance ☐
(If OT rate, complete below)

OT Account: 81009749

Approval:

Supervisor: C. Salemi Date: 2/21/12

Department Head: _____ Date: _____

Denial reason: _____

Good Morning Fei,

Here are the time changes for last week,

| Employee | ID # | Date | Change From | Change To |
|--------------|--------|---------|-------------|-----------|
| Kate Corbett | 296644 | 2/24/12 | REG 7.5 | VAC 7.5 |
| Lisa Glazer | 314719 | 2/24/12 | REG 7.5 | VAC 1.5 |
| Hevis Lleshi | 311855 | 2/23/12 | REG 7.5 | PER 2.5 |
| Peter Piro | 138624 | 2/24/12 | REG 7.5 | VAC 1.5 |

Thanks,
Della